

# ***Headquarters U.S. Air Force***

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***Integrity - Service - Excellence***

## **2003 Annual Ethics Training**



**U.S. AIR FORCE**

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**SAF/GCA  
1740 AF Pentagon (Rm  
4C916)  
Washington DC 20330-1740  
(703) 697-7430**



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# ***Annual Ethics Training***

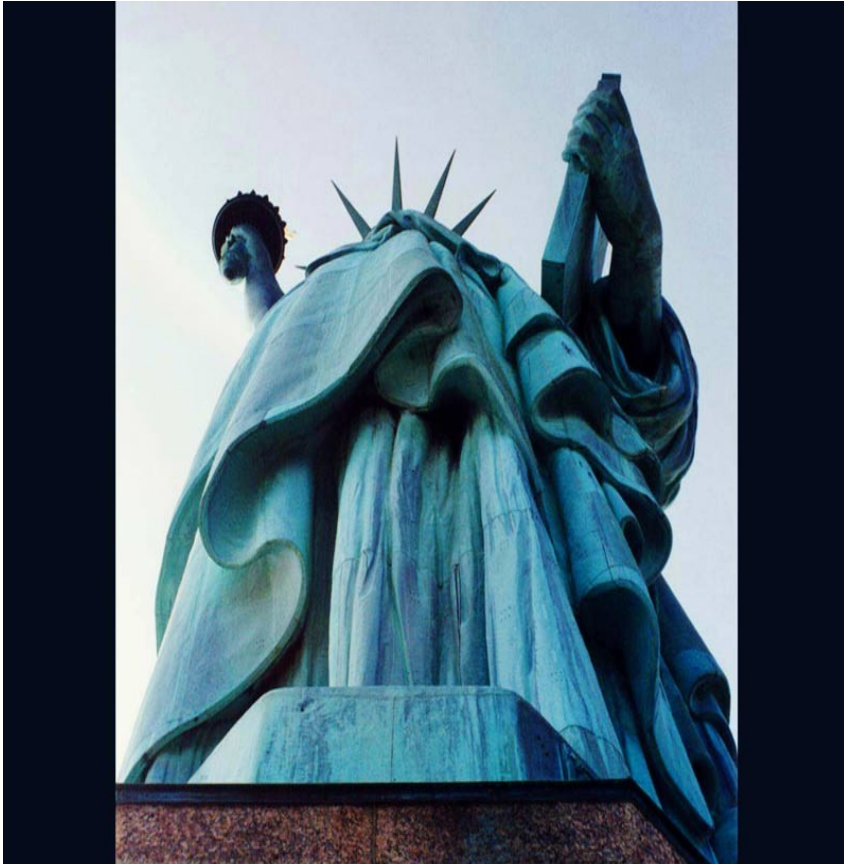
## **Welcome to your annual ethics training!**

- Everyone who files a SF 278 (*Public Financial Disclosure Form*) or OGE 450 (*Confidential Financial Disclosure Form*) must receive annual ethics training...and this is it!
  - If you do not require mandatory training but want a refresher of the rules, welcome to you, too!
- This training will focus on the very practical and relevant ethical issues you may encounter in carrying out your Air Force duties
- This training will take approximately 45 minutes. You may complete this training all at once or incrementally—whichever is more convenient



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# ***Ethical Thought***



Never doubt that a small group of thoughtful citizens can change the world. Indeed, it is the only thing that ever has.

**Margaret Mead**



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# ***Training Overview***

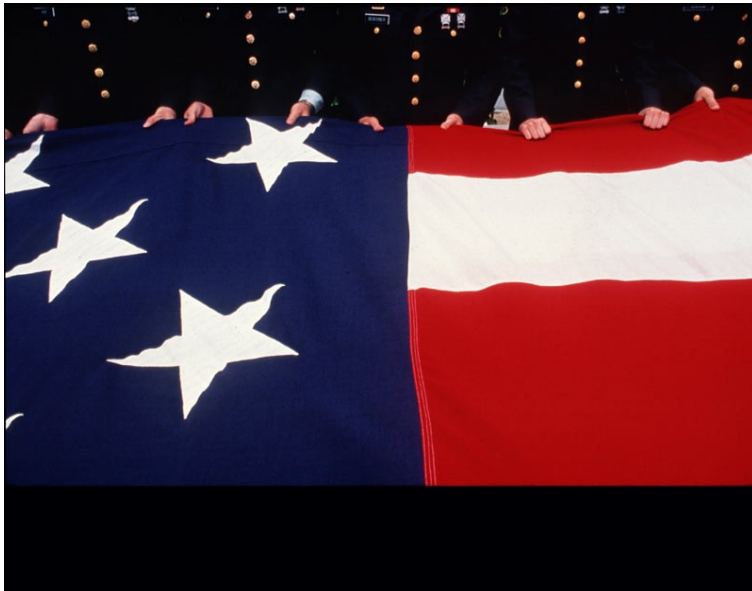
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# ***Air Force Core Values***



***Integrity First***

***Service Before Self***

***Excellence In All We  
Do***



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# ***Air Force Core Values***

- First, last, and throughout are our core values
  - The obligations of Government service, and all of the rules that implement them, rest on basic values
  - As senior leaders, it is important to recognize that leadership and ethics go hand-in-hand

If you keep the Air Force core values in mind as you go through this briefing and through your workday, the basic principles, and the detailed rules that implement them, will become second nature



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# ***Ethical Thought***



It's all to do  
with the  
training; you  
can do a lot if  
you're properly  
trained.  
**Queen Elizabeth II**



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# ***Basic Obligations of Government Service***

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- Public Service is a **public trust**
- Each of us—military and civilian—took an oath when we entered Federal service. That oath requires us to place loyalty to the Constitution and the laws of the U.S. above private gain.
- In carrying out our responsibilities to the citizens of the United States we are also required to adhere to the ethical principles and rules set forth by the Office of Government Ethics (OGE), DOD, and Air Force.
- The next part of the the briefing covers the 14 general principles of Government service. These principles compliment and expand upon our Air Force Core Values.





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# ***Basic Obligations of Government Service: The 14 General Principles***

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## ***Integrity First***

- Hold no financial interests that conflict with your official duties
- Engage in no financial transactions using nonpublic information and do not permit the release of such information for any other improper use
- Make no unauthorized commitments or promises that bind the Government without authority
- Act impartially and not give preferential treatment to any person or entity
- Disclose fraud, waste, abuse and corruption to appropriate authorities
- Avoid any actions that create the appearance that you are acting unethically, as seen from the perspective of a reasonable person



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# ***Basic Obligations of Government Service: The 14 General Principles***

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## ***Service Before Self***

- You must place loyalty to the Constitution and the law above your private gain
- You shall not solicit or accept any gift from any person or entity seeking official action from or doing business with any part of DOD—including the Department of the Air Force
- You may not use your public office for private gain
- You shall not engage in, or seek, outside employment or activities that conflict with your official duties



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# ***Basic Obligations of Government Service: The 14 General Principles***

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## ***Excellence In All We Do***

- Put forth honest effort in the performance of your duties
- Protect and conserve Government property and use it only for authorized purposes
- Act in good faith to satisfy the obligations of citizenship (including paying just financial obligations and taxes)
- Adhere to all laws that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap



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# ***Ethical Thought***



I count him braver  
who overcomes  
his desires than  
him who conquers  
his enemies; for  
the hardest  
victory is over  
self.  
**Aristotle**



# ***Specific Rules***

- In this next section, we will go through commonly encountered ethics rules. Each rule implements one or more of the 14 General Principles of Government service and our Air Force Core Values.
- The slides that follow illustrate how each of these are connected by showing the applicable
  - **Core Value**
    - **General Principle**
      - **Specific Ethics Rules**



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# Conflicts of Interest



**Remember the Core**

**Values**

*Integrity - Service - Excellence*

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# ***Conflicts of Interest***

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## ***Integrity First***

- Hold no financial interests that conflict with your official duties
- An employee is prohibited (by *criminal* statute) from participating personally and substantially in an official capacity in any particular matter in which he (or any member of his household) has a financial interest if the matter will have a direct and predictable effect on that interest.



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# ***Conflicts of Interest***

In other words...

- If you are officially involved in a matter that could affect your own financial interests, or someone you are related to or associated with, you must remove yourself from that matter
- A closely-related rule: if your official involvement creates even the *appearance* of a conflict of interest to a reasonable person, you should remove yourself from that matter or, at a minimum, seek legal advice





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# ***Conflicts of Interest***

**It is hard to overstate the importance of this rule**

- The financial interests of your spouse, minor child, business investments, outside organizations (in which you are active or hold office) or entities in which you are seeking employment are all imputed to *you*
- It is one of the very few areas of the law where you do not have to be “guilty” to find yourself in trouble —even looking guilty can land you in trouble!



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# ***Conflicts of Interest***

Conflicts of interest are not always “show stoppers;” there are ways to handle them:

- Disqualification or recusal (stepping aside from decisions that could affect your financial interests)
- Waivers of disqualification (continuing your involvement, but only with full disclosure and permission from Agency officials)
- Divestiture (removing the financial interest that creates the conflict, which often involves selling the financial interest at issue)

Remember: When in doubt, seek advice from your ethics counselor!



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# ***Ethical Thought***



Property may be destroyed and money may lose its purchasing power; but, character, health, knowledge and good judgment will always be in demand under all conditions.

**Roger Babson**



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# ***Gifts from Outside Sources***

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**Remember the Core**

**Values**

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# ***Gifts from Outside Sources***

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## ***Service Before Self***

- Do not solicit or accept any gift from any person or entity seeking official action from or doing business with any part of DOD—including the Department of the Air Force
- In addition to the General Principle above, the rule against soliciting or accepting gifts extends to gifts from persons or entities “having interests that may be substantially affected by the performance or non-performance of the employee’s duties.”



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# ***Gifts from Outside Sources***

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These are the basic gift restrictions:

- Do not solicit gifts from anyone, for any reason  
(that means for yourself *or for the Air Force*)
- Do not accept gifts from “prohibited sources”
  - A “prohibited source” is one who does, or seeks, DOD business or one who could be substantially affected by your official decisions
- Do not accept gifts given to you because of your official position



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# ***Gifts from Outside Sources***

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- Are there no exceptions?
  - Sure there are. Gifts may be accepted if they do not meet the definition of “gift.” These would include *modest* items of food and drink, greetings cards, plaques, and discounts offered to the general public or all Federal Government employees or members of the military.
- Other exceptions include:
  - Items valued at \$20 or less, per occasion (up to \$50 from the same source in a calendar year). Gifts from foreign governments may be up to \$265 in value.
  - Gifts based on personal relationships, particularly where there has been a history of exchanging gifts
  - Certain social engagements (such as widely-attended gatherings, personal social gatherings with friends)



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# ***Gifts from Outside Sources***

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## Exceptions continued . . .

- Awards from bona fide recognition programs
- Gifts or opportunities based on outside activities or employment (completely unrelated to your Government position)
- What if I'm not sure whether I can accept a gift?
  - Ask yourself whether accepting the gift is consistent with the Core Value of *Service Before Self* and the General Principles related to gift acceptance and the avoidance of actions that give the impression that you are acting unethically.
  - Still in doubt? Consult your ethics counselor





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# ***Gifts from Outside Sources***

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- But rejecting the gift outright would be embarrassing to the presenter, to me, or to the Air Force!
  - Here are some options, but if you would normally be prohibited from keeping the gift for yourself you must do one of the following:
    - Return the item to the donor, or
    - Pay the fair market value of the item, or
    - If perishable (i.e., food or flowers), give the gift to a charity or share it within the office. Only perishable items may be re-directed like this.
    - If the gift is from a foreign government and refusal could affect U.S. foreign relations, accept the gift on behalf of the Air Force and follow IAW AFI 51-901, *Gifts from Foreign Governments*



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# ***Ethical Thought***

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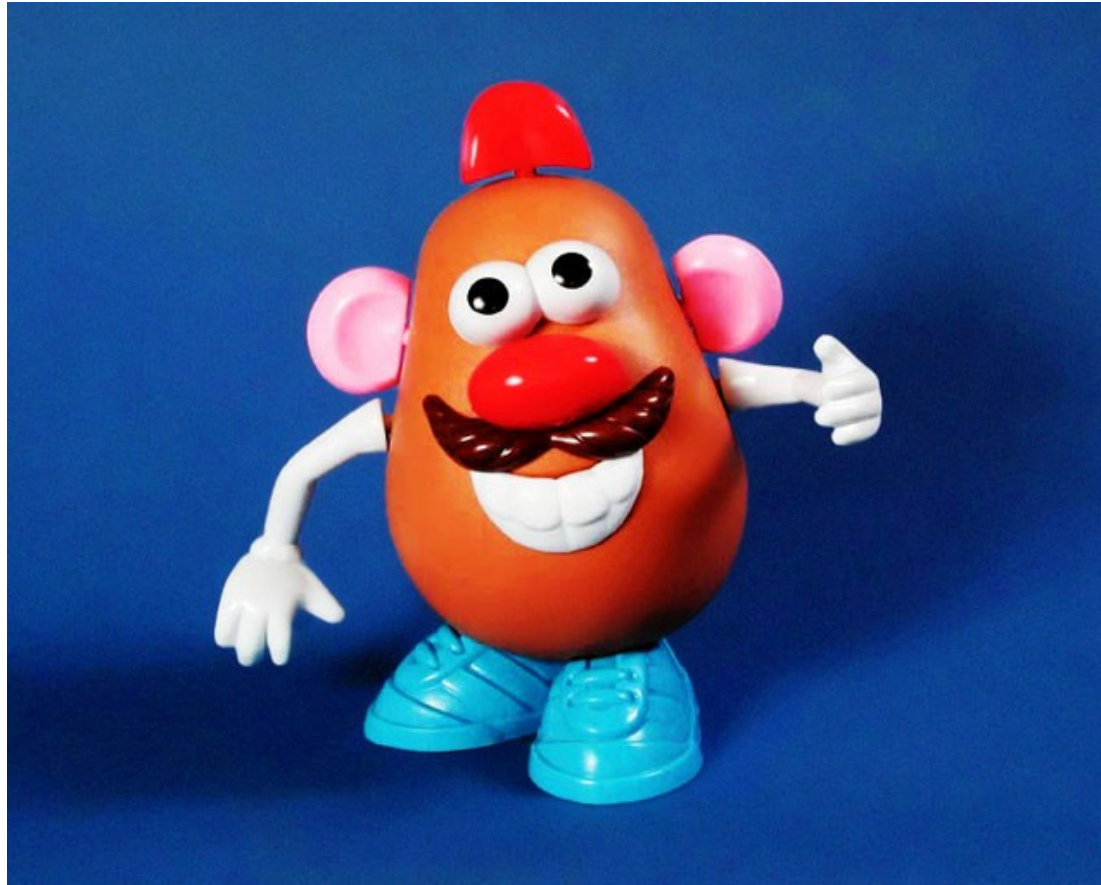
Character is much easier kept than recovered.

**Thomas Paine**



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# ***Gifts from Subordinates***



**Remember the Core**

**Values**

***Integrity - Service - Excellence***

As of:



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# ***Gifts from Subordinates***

## ***Integrity First***

- Act impartially and do not give preferential treatment to any person or entity
- Avoid any actions that create the appearance that you are acting unethically, as seen from the perspective of a reasonable person

## ***Excellence In All We Do***

- Adhere to all laws that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap
- The rules on gifts from subordinates that help foster a fair and impartial workplace are as follows:



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# ***Gifts from Subordinates***

- Employees may not give a gift to an official superior or solicit contributions from co-workers toward a gift to a superior
- Employees may not accept a gift from an employee receiving less pay than themselves

Any exceptions? Yes, two major ones:

- **First**, on occasions when gifts are ordinarily exchanged, a gift valued at \$10 or less (along with group refreshments) may be accepted. Such as,
  - On your birthday, the office gathers to give you a cake and a card. This is acceptable.
  - During the holidays, your secretary gives you a poinsettia plant worth \$8. This is also acceptable.
  - During the holidays, your office gives you a gift worth \$17.95. This is not acceptable.



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# ***Gifts from Subordinates***

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## Exceptions continued...

- **Second**, on special, infrequent occasions that terminate the superior-subordinate relationship (i.e., transfer or retirement), you may accept a gift up to \$300 from a donating group of employees.
  - You are retiring. Your office takes up a collection and gives you a \$299 watch. You may keep it.
  - You are retiring. Your office gives you \$299 in cash. You may not keep it (trick question: never accept cash!)
  - You are going TDY to Hawaii. Your office gives you a \$299 watch. TDY to Hawaii may be special, but it does not terminate the relationship. You may not keep the watch.



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# ***Gifts from Subordinates***

## **Important reminders on gifts from subordinates:**

- The \$10 cap is firm. If a subordinate gives you a \$12 book, give it back (or, pay \$12 and keep the book).
- When contributions are authorized among co-workers, e.g. a retirement gift, donations *MUST* be *voluntary* and co-workers may not ask for donations in excess of \$10.00 per person.
- A gift to your spouse upon the occasion of your transfer/retirement is attributed to you.
- Gifts/groups can not be split to avoid limits! A set of golf clubs or the new Mercedes can not be assembled one piece at a time!
- Let your people know that you expect them to observe the rules!





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# ***Ethical Thought***

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In matters of  
style, swim with  
the current; in  
matters of  
principle, stand  
like a rock.  
**Thomas Jefferson**





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# *Misuse of Position*



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# ***Misuse of Position***

- By virtue of your position, you are entrusted with substantial power and influence over others
- It is human nature to be tempted to exercise some influence (aka “give help”) to needy organizations and good causes that seek your support by means of giving an official endorsement, approving official support or use of government resources, lending your name, office, title and position, etc...but this is ordinarily the wrong thing to do
- You must exercise caution in this area—it forms the basis for many “Fraud, Waste & Abuse” allegations
  - Core Values, General Principles, and specific rules that will ensure the avoidance of misuse of position are detailed on the slides that follow.



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# ***Misuse of Position***

## ***Integrity First***

- You may not engage in a financial transaction using non-public information, nor to further your private interests or those of a friend or associate
- You may not use or permit the use of your Government title, position or authority in any manner that implies an Air Force endorsement of any private entity or event
  - When official support is authorized for outside activities, it must be given fairly and impartially—avoid preferential treatment for any outside organization or charity



# ***Misuse of Position***

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## ***Integrity First***

- You may not engage in outside employment or activities that conflict with official duties (whether or not compensation is involved)
  - A person who files a SF 278 or OGE 450 must obtain written permission before engaging in off-duty employment with a “prohibited source”
  - A “prohibited source” means a DOD contractor, one who seeks DOD business, or one who is impacted by your official decisions
  - This requirement for approval applies even when you start employment on terminal leave



# ***Misuse of Position***

## ***Service Before Self***

- You may not use public office for personal gain, nor for the gain of friends, relatives, and entities with whom you have a connection (including private organizations, foundations, charities, and clubs)
  
- You may accept compensation/honoraria for outside teaching, speaking or writing that is not directly related to your AF duties
  - If the subject IS related to your duties, you may not accept compensation/honoraria
  
  - If the only reason you were asked to participate is your Air Force position, you must decline the compensation/honoraria



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# ***Misuse of Position***

## ***Excellence In All We Do***

- Protect and preserve Air Force resources for official or authorized purposes
  - You may not encourage, direct, coerce, or request a subordinate to use official time or resources to perform a non-official function, unless specifically authorized
- Put forth honest effort in the performance of your duties



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# ***Ethical Thought***



Activate  
yourself to  
duty by  
remembering  
your position,  
who you are,  
and what you  
have obliged  
yourself to be  
**Thomas à Kempis**



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# ***Outside Activities***



**Remember the Core**

**Values**

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# ***Outside Activities***

## ***Service Before Self***

- You shall not engage in, or seek, outside employment or activities that conflict with your specific duties

## ***Integrity First***

- Act impartially and do not give preferential treatment to any person or entity
- Specific rules that will guide decision-making related to participating in outside activities are as follows:



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# ***Outside Activities***

- Under the JER, there are only 2 types of activities: *official* and *personal*
- When supporting *official activities*, you may attend and support meetings, conferences, seminars at Government expense if there is a legitimate Air Force interest
- You may also act as, or appoint, a liaison to officially represent Air Force interests with government entities/private organizations
  - Liaisons act in an official capacity, but they only represent USAF interests and must avoid any direct support to the private entity



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# ***Outside Activities***

- Participation in Private Boards
  - You may not serve in your *official* capacity as a *manager* of a non-Federal organization without SECAF and DOD/GC permission—this is very, very rare!
  - You may not serve in your *personal* capacity as a *board member or trustee* with a non-Federal organization for *compensation* without SECAF permission
    - If the opportunity was offered only because of your official position, you should decline



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# ***Outside Activities***

- In your *personal* capacity, you can support non-Federal entities and private organizations as long as you act exclusively outside the scope of your official position
  
- You may not use your AF office, title or position to lend support to an organization or its fundraising efforts
  
- You may use your grade and service (i.e., Brig. Gen. John Jones, USAF) in personal activities, but not your office, title, or position (i.e., Chief of Internal Security, HQ USAF)



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# ***Outside Activities***

- DOD/GC warns very senior officials to exercise caution in their personal activities
  - You should avoid lending even *personal* support to charities and private organizations unless you have a close, historical connection
  - Exercise care in deciding which organizations you will actively support in your personal role—some will try to take advantage of your status, not realizing this may generate problems for you
  - Remember that you must recuse yourself from making official decisions that will affect any outside organization you actively support in your personal capacity



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# ***Ethical Thought***



Better keep  
yourself clean and  
bright. You are the  
window through  
which you must  
see the world.

**George Bernard  
Shaw**



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# Fundraising



**Remember the Core**

**Values**

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## ***Service Before Self***

- You shall not solicit or accept any gift from any person seeking official action from or doing business with any part of DOD—including the Department of the Air Force

## ***Excellence In All We Do***

- Protect and conserve Government property and use it only for authorized purposes
- The following slides will help you make sound decisions regarding fundraising at the workplace





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# ***Fundraising***

- Only two official fundraising events are approved for the Air Force workplace: (1) the Combined Federal Campaign (CFC) and (2) the Air Force Assistance Fund (AFAF)
  - The “workplace” is determined by the installation commander or building management office (if a Federal facility)
- Two other types of office fundraising may be approved, but only if additional criteria are met
  - OPM-approved disaster aid (i.e. Sept 11<sup>th</sup> relief)
  - Purely internal welfare fundraisers, where money is raised within a unit, for the unit or unit members (i.e. Pentagon memorial, disaster relief for one or more members of the unit)



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# ***Fundraising***

- All other fundraising events may not be officially endorsed and may not take place in the “workplace”
  - There is no *de minimus* rule—the size and nature of the fundraiser is irrelevant
  - Thus, there should not be workplace sales of cookies, candy, wrapping paper, toys, etc.
- It also includes commercial and business activities (i.e., Avon, Mary Kay, Amway, etc.)
- These workplace activities violate not only the JER, but also Office of Government Ethics rules



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# ***Fundraising***

- Fundraising in a purely personal capacity is permissible, as long as you...
  - Participate “exclusively outside the scope of your official position” and away from the Government workplace
  - Do not solicit DOD contractors
  - Do not solicit subordinates
  - Do not use your official title, position or organization name
  - Do not use Government resources (time, materials, subordinates)



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# ***Travel***



**Remember the Core**

**Values**

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## ***Integrity First***

- Avoid any actions that create the appearance that you are acting unethically, as seen from the perspective of a reasonable person

## ***Service Before Self***

- You may not use your public office for private gain
  - GSA, DOD and the AF have detailed regulations on the use of travel resources—always check with your travel experts as questions arise. The main points are detailed in the slides that follow.



- Ordinarily, the Air Force provides the means of transportation to carry out official duties; that means, usually, government travel is at government expense.
- Transportation costs tend to be expensive and highly visible—many IG complaints are triggered by the abuse, or by the *perception* of abuse, of travel



- Gifts Arising from Travel: You are now permitted to keep (for personal use) frequent flyer benefits you receive while performing official travel, if the items:
  1. Are available to the public under the same terms and conditions, and
  2. Can be accepted at no additional cost to the Government



- An employee may upgrade his/her official travel to first class or business class by using *personal* travel benefits (i.e., you may upgrade by using *personal* frequent flyer accounts to enhance your travel accommodations)
- But the rules on upgrades to business and first class *at Government expense* have *not* changed...these upgrades must still meet strict criteria under the JFTR or JTR
- Note that Air Force policy prohibits Air Force personnel from wearing their military uniforms while traveling in first class (even when such travel is authorized or paid for with personal benefits)





- When performing official travel on MilAir, remember the golden rule:
  - MilAir assets are for official use only
  - Except for “required use” travelers (i.e., SECAF, CSAF, 4-star generals), MilAir travel requires compliance with strict rules of use and careful documentation of every trip
  - MilAir is only justified after considering the purpose of the trip, the need for priority travel, and alternative modes of transportation



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# ***Ethical Thought***

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Rule #1: Use your good judgment in all situations. There will be no additional rules.  
**Nordstrom Employee Manual**



- Another high visibility/high complaint area involves spouse travel at Government expense
  - DOD policy states: “Invitational travel orders for family members and unofficial travel by family members should be the rare exception, not the rule.”
  - DOD policy requires spouse travel at government expense to satisfy one of these two criteria:
    - There must be an unquestionably official function in which the spouse must actively participate in an official capacity; or
    - Travel is deemed in the national interest because of diplomatic or public relations benefit to the U.S.



- Government vehicles
  - Although less costly than MilAir, GOV use is also closely monitored
    - Proper use of GOVs involves travel between places of work and official activities
      - Not side trips for personal reasons
      - Not domicile-to-duty travel
      - Not sight-seeing trips for visitors
      - Not to support non-Federal entities
- When in doubt, consult your travel advisors



- In certain situations, AF travelers may accept *unsolicited* offers of travel reimbursement from private sources to carry out official duties
- Under 31 U.S.C. 1353, the AF can accept travel reimbursement for employees to travel to conferences, meetings, seminars and similar events in their official capacity, but...
  - An ethics counselor must pre-approve the offer to avoid conflict of interest concerns



- Travel reimbursement under 31 U.S.C. 1353 is *not* appropriate for
  - Trips necessary to carry out certain types of official functions, such as investigations, inspections, audits
  - Vendor training, contractor promotional activities or marketing conferences
  - Trips funded by donors that could create the appearance of a conflict of interest or preferential treatment
- If reimbursement exceeds \$250, the traveler must complete a short report (on a SF 326) detailing the travel expenses and submit it to SAF/GCA



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# ***Final Thoughts***



**Remember the Core**

**Values**

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# ***Final Thoughts***

The Air Force exists to fight and win wars—that's our core expertise. It's what allows us to be called professional. The tools of our trade are lethal and we engage in operations that involve risk to human life and untold national treasures. Because of what we do, our standards must be higher than those of society at large. The American public expects it of us and properly so. In the end, we earn the respect and trust of the American people because of the integrity we demonstrate.

**General (Ret.) Ronald Fogleman**





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# ***Ethical Thought***



Courage is contagious.  
When a brave man takes a stand, the spines of others are often stiffened.  
**Rev. Billy Graham**



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# ***Final Thoughts***

The Air Force has a well-deserved reputation for integrity within the U.S. Government that is second to none

- Who is responsible for the Air Force's ethical climate?
  - *Not* the Office of Government Ethics
  - *Not* the Department of Defense General Counsel
  - *Not* the Fiscal and Administrative Law Division



# ***Final Thoughts***

The responsibility for an ethical climate within the United States Air Force rests with YOU

- Ethics is not a legal requirement, but rather is a command responsibility that goes hand in hand with effective leadership
- Integrity, self discipline, service before self and stewardship of responsibility—these characteristics form the foundation for every decision you make
- Your organization will reflect your attitude about ethical behavior; your actions determine what is, and is not, acceptable



# ***Final Thoughts***

## How to strengthen your office's ethical climate

- Act with integrity and demand it from your staff
- Make your commitment to ethics known to your staff
- Talk about ethical issues/concerns at staff meetings
- State that you expect ethical concerns to be addressed and resolved before decisions are made and actions taken
- Seek ethics guidance on “close calls” and encourage subordinates to do the same
- Be aware of appearances—people are watching you



# ***Final Thoughts***

## Don't tolerate:

- Ethical short-cuts based on expediency (“situational” ethics)
- Actions that violate the spirit and intent of a rule
- Rationalizations of clearly prohibited conduct
- “Looking the other way” when abuses occur
- Bypassing legal advice when legal issues are presented
- The “everybody else does it” argument



# ***Final Thoughts***

## What you *can* do (cont.)

- Pick up the phone and talk directly with your ethics counselor as questions/issues come up
- Have your executive or confidential assistant call the ethics counselor if you are too busy...we are accessible to all who call
- Share this briefing with your subordinates so that they can help you spot issues as they arise
  - Your deputy
  - Your executive/assistant
  - Your NCOIC
  - Your secretary and administrative support personnel



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# ***Ethical Thought***

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**One team, one set of core values**



**Integrity first**

**Service before self**

**Excellence in all we do**



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# ***Conclusion***

## ***Congratulations***

**You have finished your ethics training for CY 2003**

- Please verify that you've completed your training by contacting your office's ethics POC.
- If you have any questions or comments about any of the rules herein, please call or email us directly—we welcome your questions and input. SAF/GCA (703) 697-7430



# ***Headquarters U.S. Air Force***

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***Integrity - Service - Excellence***

## **2003 Annual Ethics Training**



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